
Federal Register Document Drafting Handbook

October 1998 Revision

Appendix A: Model Letters

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We offer these model letters to help you prepare written requests regarding *Federal Register* documents and other matters.

U.S. Mail.

Address U.S. mail to:

FEDERAL REGISTER (NF)
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
700 PENNSYLVANIA AVE NW
WASHINGTON DC 20408-0001

Hand delivery.

Deliver letters in person or via messenger service to:

Office of the Federal Register
800 North Capitol Street, NW., Suite 700
Washington, DC 20001.
(Three blocks north of Union Station Metro)

We accept hand deliveries **only** between 8:45 a.m. and 5:15 p.m. ET, Monday through Friday, except Federal holidays.

EMERGENCY PUBLICATION REQUEST

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

Please publish this [RULE, PROPOSED RULE, OR NOTICE] concerning
[INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN
number)] on the emergency publication schedule.

[EXPLAIN WHY YOU NEED EMERGENCY PUBLICATION.]

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING INSTRUCTIONS.]

Call [INSERT YOUR NAME] at [TELEPHONE NUMBER] to confirm the publication date
and for answers to any questions.

Sincerely,

[SIGN]

Type name,
Title

EMERGENCY FILING REQUEST

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

Please immediately file for public inspection this [RULE, PROPOSED RULE, OR NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)].

[EXPLAIN WHY YOU NEED IMMEDIATE FILING.]

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING INSTRUCTIONS.]

Call [INSERT YOUR NAME] at [TELEPHONE NUMBER] to confirm the publication date and file time and for answers to any questions.

Sincerely,

[SIGN]

Type name,
Title

SPECIAL HANDLING REQUEST

I request the following special handling for this document:

- ☐ **Deferred publication date:** Please publish this document on _____.
- ☐ **Emergency publication:** Attached is a letter requesting and explaining why we need emergency publication.
- ☐ **Immediate Filing:** Attached is a letter requesting and explaining why we need immediate filing.
- ☐ **Publication date:** Please call to confirm the publication date of this document.
- ☐ **Separate part:** Please publish this document in a separate part of the Federal Register and call to tell me the separate part number.
- ☐ **Disk:** Please supply a disk of this document. Charge this diskette to:
GPO Open Jacket Number _____

The agency must supply the following information:

Disk size:

- ☐ 5.25 inch
- ☐ 3.5 inch

Density:

- ☐ High
- ☐ Low

Program:

- ☐ ASCII
- ☐ WordPerfect, Version _____
- ☐ Microsoft Word

Signed _____

Telephone number _____

DISK VERIFICATION / CERTIFICATION

One of the following agency officials may sign your letter:

- Federal Register Liaison Officer or Alternate;
 - Federal Register Certifying Officer or Alternate; or
 - Signer of the document. (See chapter 5.)
-

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

This is to certify that the [WORDPERFECT VERSION X.X or ASCII] file furnished with the [RULE, PROPOSED RULE, NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] is a true copy of the original signed document.

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING INSTRUCTIONS.]

Sincerely,

[SIGN]

Type name,
Title

CORRECTING A DOCUMENT AFTER FILING

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

Please make the following corrections to the [RULE, PROPOSED RULE, OR NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] that is currently on public inspection and scheduled to publish in the Federal Register on [INSERT DATE]:

1. On page 6, second paragraph, line 7, remove the phrase "outgoing mail".
2. On page 15, after the heading "Introduction" add the sentence:

"Indicated in the report is the percentage of correctly manually processed boxes versus correctly electronically processed boxes."

If you have any questions, please contact [INSERT NAME] at [TELEPHONE NUMBER].

Sincerely,

[SIGN]

Type name,
Title

WITHDRAWING A DOCUMENT FROM PUBLICATION: Before Filing.

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

Please withdraw from publication the [RULE, PROPOSED RULE, NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] which we submitted on [INSERT DATE].

Return this document by mail to:

[NAME]
[ADDRESS]

or

A messenger will pick up this document. Print the following return information on the envelope:

[INSERT RETURN INFORMATION]

Sincerely,

[SIGN]

Type name,
Title

WITHDRAWING A DOCUMENT FROM PUBLICATION: After Filing.

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

Please withdraw from publication the [RULE, PROPOSED RULE, OR NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] which is currently on public inspection and scheduled to publish in the Federal Register on [INSERT DATE].

Sincerely,

[SIGN]

Type name,
Title

INCORPORATION BY REFERENCE REQUEST

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

In accordance with 1 CFR part 51, we request that you approve the incorporation by reference of the material listed below into the Code of Federal Regulations (CFR). An original copy of the material is enclosed. The following material will be referenced in [LIST EACH SECTION WHERE THE MATERIAL WILL BE REFERENCED]:

[INSERT THE NAME OF EACH STANDARD TO BE INCORPORATED INCLUDING TITLE, DATE, AUTHOR, PUBLISHER, AND IDENTIFICATION NUMBER OF THE PUBLICATION.]

We have also enclosed a draft of the final rule that incorporates the material into the CFR.

Please contact [INSERT NAME] of my staff at [TELEPHONE NUMBER] if you have any questions.

Sincerely,

[SIGN]

Type name,
Title

FEDERAL REGISTER LIAISON OFFICER / CERTIFYING OFFICER DESIGNATION

AGENCY LETTERHEAD

December 25, 199x

Raymond A. Mosley, Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Ave NW
Washington DC 20408-0001

Dear Mr. Mosley:

The [NAME OF AGENCY] designates the following individuals to work with the Office of the Federal Register:

Liaison Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]
Alternate Liaison Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]
Certifying Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]
Alternate Certifying Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]

The fax number is [FAX NUMBER] .

Sincerely,

[SIGN]

Type name,
Title